

JOB DESCRIPTION
Center for Excellence in Christian Education
Administrative Assistant

PURPOSE:

The [Center for Excellence in Christian Education](#) (CECE) is a nexus of creativity and innovation in educational practices, leadership, and research. The purpose of this part-time position is to provide administrative support for its ministries and programs including the Lilly funded grant Font and Faith. This position reports to the Director of CECE.

RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

General Administration

- Maintain files, processes, and records for the Center's work in OneDrive.
- Participate in staff meetings
- Work within and maintain all seminary and CECE processes and deadlines

Communications

- Coordinate calendars for the Center and keep the broader Seminary and campus calendars updated regarding CECE's events.
- Maintain communications networks
- Reserve space and coordinate with facilities staff on reserving space for on-campus events, completing required forms after each event initial planning meeting.
- Coordinate all reservations for on and off-site events
- Provide communications support for work of the Center.

Event Administrative Support

- Working with the Font and Faith Project Manager and Events Coordinator,
 - Keeping all financial and budget records up to date
 - Processing all check requests and reimbursements
 - Create event support materials
 - Processing thank you notes and evaluations

Budget/Finances

- Code, process and turn in receipts, invoices and accounts payable
- Reconcile credit card receipts
- Receipts (other), reimbursement, and check requests
- Manage sales for and reconcile income to inventory for all areas (curriculum, resources, and swag)
- Manage administrative tasks related to the budget including YNAB and the broader seminary budget including reviewing that expenses and income are credited to the correct line items.
 - Manage the administrative tasks of all programs areas of the Center and provide
 - Clarify any discrepancies with Richmond financial staff

- Send the reconciled Great Plains and YNAB report to the Director
- Provide budget recommendations during annual budgeting planning

QUALIFICATIONS

- Bachelor's degree required, theological education preferred and/or experience with ministries and functions of the church
- Proficiency with Microsoft Office/365 (Word, PowerPoint, Excel, SharePoint) or willing to become proficient
- Capacities for website maintenance, social media sites, Canva, Dropbox, and other technologies as needed, working collaboratively with the Union Presbyterian Seminary communications team to ensure appropriate alignment with overall Seminary processes and standards

WORKING CONDITIONS:

- Ordinarily, workdays will be Monday through Friday or Tuesday through Saturday on the Charlotte Campus. With a part-time position, regular weekly office hours will be negotiated. Some Saturdays may be required as the Charlotte Campus holds classes on Saturdays. There may also be non-traditional hours depending on the programs and events.
- This is a 15 hour a week/48 weeks annually (ordinarily) non-exempt position. Hours around events may fluctuate.
- Some travel may be required.
- Unless otherwise negotiated, the office will be on the Charlotte Campus.